



FACILITY USE APPLICATION & AGREEMENT FOR CITY OF DES MOINES FACILITIES

CONTACT PERSON: _____

ORGANIZATION: _____

ADDRESS: _____

(Street)

(City, State)

(Zip Code)

HOME TELEPHONE: () _____

(Work or Cell): () _____

REQUESTED DATE: _____

PURPOSE OF EVENT: _____

of attendees: _____

Will Alcohol be served?

YES

NO

CIRCLE REQUESTED
FACILITY:

FIELD HOUSE GYM

FIELD HOUSE STUDIO

FOUNDER'S LODGE

ACTIVITY CENTER

REQUESTED TIME:

Rental times must include any set-up and take down time needed for your event.
Recreation staff will be at the facility 10 minutes prior to your scheduled start time.

Start: _____ am/pm

End: _____ am/pm

****Rentals must not exceed 12:00am (including clean-up)**

Renter's Initials _____

CIRCLE REQUESTED
PICNIC SHELTER:

BEACH PARK

FIELD HOUSE

WOOTON PARK GAZEBO

PICNIC SHELTER TIMES:

10:30am-7:00pm

10:30am-2:30pm

3:00-7:00pm

Circle one

DEPOSITS:

DAMAGE/SECURITY DEPOSIT

Damage deposit will be refunded in full within 30 days of your event if there is no damage or excessive cleaning by city custodial staff to any part of the rented building or equipment.

\$100 - Deposit for Picnic Shelter

\$300 - Deposit for Facility and not serving alcohol

\$400 - \$1000 - Deposit for Facility and serving alcohol (assigned by

Facility Coordinator) Minimum \$100 due to hold your date; balance due upon contract.

DEPOSIT

\$ _____

\$ _____

\$ _____

RENTAL FEES:

All rental fees are due thirty (30) days prior to the event.

Rental Fee: \$ _____ / hr x _____ hours of rent

Picnic Shelter: \$ _____ x 4 hour block of time:

RENTAL FEES

\$ _____

\$ _____

SECURITY FEES:

Additional Staff required at city discretion or if serving alcohol, standards are as follows:

1 staff minimum required for 50-149 guests, 2 staff minimum required for 150-300 guests

ADDITIONAL STAFFING: _____ (#of staff) x _____ hrs x \$30/ hour=

SECURITY FEE

\$ _____

The City of Des Moines reserves the right to require police supervision at an additional cost for any event. Requirements must be met prior to the event.

RENTER'S INITIALS: _____

| | | |
|----------------------------|--|-------|
| WEDDING RECEPTIONS: | 1. Do not throw rice, birdseed or confetti inside or outside the facilities. | _____ |
| | 2. Decorations may only be attached to walls, windows or ceilings with masking tape or similar non-marring material. | _____ |
| | 3. Candles are permitted but must be kept in a candle-safe container. | _____ |

PARK RULES:

City of Des Moines Parks Department Regulations-Chapter 19.08/19.16 - Des Moines Municipal Code

1. Park in designated areas, no parking after park is closed.
2. Alcoholic beverages prohibited.
3. Obey leash and scoop provision law.
4. All fireworks are prohibited.
5. All firearms or weapons are prohibited.
6. Removal and defacing of any city property is prohibited.
7. Cutting, picking or destruction of plant life is prohibited.
8. No golfing.
9. No camping
10. No open fires

**CANCELLATION
POLICY:**

Cancellations made 30 or more days before the reservation will be charged a \$100 cancellation fee. Cancellations made within 30 days of the reservation may be charged 50% of the rental fee and forfeit all of their damage/security deposit.

The lessee shall defend, indemnify, save, keep and hold harmless the City of Des Moines from any and all damages, costs, or expenses in law or equity that may at any time arise or set up because of damages to property, bodily or personal injury in connection with this agreement, to the extent such damages, costs or expenses are caused by the unwillfully tortious or negligent acts or omissions of the lessee or its agents, servants, employees, contractors or subcontractors. The lessee agrees to follow all rules and regulations outlined in the Facility Reservation Guide. The City of Des Moines is not responsible for lost or stolen property. I understand all City of Des Moines' ordinances and park regulations apply to this rental application.

Initial

I hereby agree that I have read and understand City of Des Moines Facility Rental booklet and agree to all terms and conditions therein.

Expulsion from any city rental facility will result in forfeiture of entire damage deposit and any unused rental fees.

RENTER'S INITIALS:

Signature:

Date:

City Approval:

Date:
